

CITY OF MCCOMB CITY

RENTAL HOUSING CODE

Passed and adopted by the Board of Mayor and Selectmen on August 27, 2013, effective date of October 1, 2013

Sec. 26-402. Registration Required

- a) It shall be unlawful for any person and/or entity to maintain or operate any rental housing unit or units within the City of McComb unless such person or entity has registered the property.
- b) The annual registration fee shall be twenty-five dollars (\$25.00) per dwelling unit payable upon application for registration. A late penalty fee will be assessed in the amount of \$10 per unit multiplied by the number of months the registration is past due. A fee of \$350 will be assessed for failure to register a dwelling unit within (90) days of expiration of annual registration fee. Each person or entity who operates an office within the City of McComb must also obtain a Privilege License as required by the City of McComb for operation of a business pursuant to State Statute 27-17-9.
- c) Annual Registration. Application for an annual rental housing registration shall be filed with and issued by the Privilege License Division in City Hall. The application shall be in writing, signed by the property owner, agent or designee and shall include the following:
 - (1) The name and address of the applicant;
 - (2) Proof of ownership must be provided if the information provided differs from Pike County Records;
 - (3) The location and parcel number of the property on which the rental housing unit is located;
 - (4) For new construction, a complete site plan of the complex showing it is in conformity with the requirements included within this Rental Housing Code;
 - (5) For new construction; plans and specifications of all buildings, improvements and facilities to be constructed within the rental housing complex or on the same property as the rental housing unit.
 - (6) Such other information as may be requested by the Inspections and Zoning Department to enable it to determine if the proposed rental housing unit or complex will comply with all codes and ordinances adopted by the City of McComb.

Registration No. _____

Parcel/PPIN No. _____

**CITY OF MCCOMB CITY ANNUAL RESIDENTIAL RENTAL
PROPERTY REGISTRATION FORM**

Registration Fee Period: October 1, 2013 to September 30, 2014

115 Third St. McComb, Mississippi 39648

PHONE: 601-684-4000

WEB: mccomb-ms.gov

Owners Contact Information (Indicate Registered Agent if owned by a Corporation)

☐ Check here if contact information has changed

Owner's Name: _____

Mailing Address: _____
Street

Mailing Address: _____
City State Zip Code

Telephone: _____ Cell: _____

Fax: _____ Email Address: _____

Local Agent Information: If the Owner does not reside within 60 miles of the rental unit OR is not able to be contacted on a 24-hour basis, the Owner must provide information for a Local Agent who resides in Pike County or an adjoining County AND is able to respond reasonably in the event of an emergency on a 24-hour basis:

☐ Check here if contact information has changed

Agent's Name: _____

Mailing Address: _____

Telephone: _____ Cell: _____

Fax: _____ Email Address: _____

Fee Schedule

Number of Units: _____ @ \$25.00

Total Amount Due: _____

Unit Type: (please circle all that apply)

Single Family ☐ Duplex ☐ Three-Plex ☐ Four-Plex ☐ Multi-Family ☐

Terms of Residential Rental Registration Program

By signing this form the Owner and Local Agent (*if applicable*) agree to comply with the following terms:

- **NO OWNER SHALL BE ALLOWED TO REGISTER ANY PROPERTY IF THE OWNER HAS OUTSTANDING VIOLATIONS, FEES AND/OR FINES DUES AND OWING TO THE CITY OF MCCOMB.**
- Any changes occurring in ownership of a rental unit shall require the new owner to apply for registration within 30 days of taking ownership.
- No rental unit shall be rented or leased or offered for rent or lease in a manner which would result in violation of the occupancy levels permitted by the 2006 ICC Property Maintenance Code, City of McComb Code or a Certificate of Occupancy.
- That both the interior and exterior of each rental property shall be periodically inspected by the Department of Inspections and Zoning.

FAILURE TO REGISTER

That failure to adhere to these terms and others outlined in the adopting Ordinance may result in violation of the Rental Registration Ordinance in a \$350 fine.

I hereby declare under penalty of perjury that all information given on this application for the purpose of securing a Certificate of Residential Rental registration, and determining the amount due is true and correct.

Signature of Owner OR Owner's Agent

Date _____

Approved by

Date _____

[illegible]